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ABSTRACT

The fifth in a series of revised editions since 1967, this 1978 manual provides policy guidelines for Illinois public community colleges. Chapter 1 covers the state college board definitions relative to community college operations policy. Chapter 2 deals with board operation and general policies according to such topics as power and duties; offices; meetings; rules, regulations, criteria, and standards; procedures and guidelines; position papers; the executive director and staff; advisory committees; articulation procedures; and planning studies. Chapter 3 on standards and criteria for community college recognition contains sections on college documents, reports, revenue, academic practices, degree programs, instruction, and support and student services. Policies for the Recognition Program are reviewed in Chapter 4. Chapter 5 deals with students in terms of admissions, enrollment, and awards. Chapter 6 discusses programs and program approval, detailing such things as independent study, upper and lower division courses, interinstitutional cooperation within and out-of-state, and state and regional planning. Apportionment of state funds is treated in Chapter 7, while Chapter 8 covers accounting, financial records, audits, management information systems, and unit costs. Chapter 9 contains information on capital projects, sites, and construction. (TR)

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ILLINOIS COMMUNITY COLLEGE BOARD

POLICY MANUAL

Approved by the Illinois Community College Board

July 21, 1978
(D-500)

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JC 780 449

POLICY MANUAL

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ILLINOIS COMMUNITY COLLEGE BOARD

POLICIES FOR THE PUBLIC COMMUNITY COLLEGES OF ILLINOIS

PREFEACE

Section 102-4 of the Illinois Public Community College Act states "The State Board shall have the poser to make and provide rules and regulations not inconsistant with the provisions of this Act for the proper administration of this Act."

Section 102-12 (a) of the Act states "The State Board shall have the power and it shall be its duty to provide statewide planning for community colleges as institutions of higher education and coordinate the programs, services and activities of all community colleges in the state so as to encourage and establish a system of locally initiated and administered comprehensive community colleges."

Section 102-12 (e) of the Act states "The State Board shall have the power and it shall be its duty to determine efficient and adequate standards for community colleges ...."

Section 102-15 of the Act states "The State Board shall set the criteria by which the community colleges shall be judged ..."

The organization meeting of the original Illinois Junior College Board was held at Springfield on Monday September 6, 1965. At the second meeting of the Board in Chicago on Friday of the same week, Board Chairman Frank Fowle asked member Newton Minow to work on the development of Board Policies, Rules and Regulations. Soon thereafter Mr. Minow submitted a memorandum on the subject with suggestions and recommendations. From that beginning to the present, discussion and work on Policies, Rules, Regulations, Criteria, Standards, and Procedures has been a subject of continuous consideration. This is the Fifth Edition of such a document.

The first organized collection of statements was approved and published by the State Board under date of December 8, 1967. The title was "Standards and Criteria for the Evaluation and Recognition of Illinois Public Junior Colleges and Other Guidelines, Policies and Procedures approved by the Illinois Junior College Board." Numerous persons and committees representing the colleges participated with the board and staff in the writing.

Revisions have been published under dates of 1970, 1973, and 1975. The covers of the 1970 and subsequent issues have been red, hence the common use of the term "Redbook" for identification.

This, the fith major revised edition, is the work of a special ad hoc committee appointed by the ICCB to review the manual and suggest any and all changes to the content and format. The "Redbook" Committee has included three presidents/chancellors (Rodney Berg, College of DuPage; Robert L. Poorman, Lincoln Land Community College; and James S. Spencer, Illinois Eastern Community Colleges), two trustees (Sheilah Dye, Spoon River College, and Frieda Simon, Elgin Community College), Executive Director of the Illinois Community College Trustees Association (David Viar), two members of the Illinois Community College Faculty Association (Gus Franklin, Lincoln Land Community College, and Pat Marion, Richard J. Daley College),

two Illinois Community College Board members (Frank F. Fowle and Vivian Medak in turn), and two Illinois Community College Board staff (Richard L. Fox and Fred L. Wellman). August Everle, Professor of Indiana University, served as consultant in 1975-76 and Gerald W. Smith, former Executive Secretary of the ICCB, has served as consultant working with the committee since September 1977 and helping with drafting and editing of the document in its present form.

The committee's intent has been to rewrite the July 25, 1975 document as amended so that it is a statement of Policies, Rules, Regulations, Standards and Criteria as distinguished from Procedures, Guidelines, and Position Papers. The effort has been to write a concise document, as free from redundancy as appears feasible and prudent.

It is proposed that hereafter information on procedural implementation of Board policies and explanation of definitions be in the form of manuals and memoranda separate and apart from the "Redbook". Similarly Guidelines and Position Papers will be issued separately. Work is in progress on such a format.

Certain technical aspects of the text are:

References to the statutory authorization applicable to the subject matter of the chapters are cited under the title at the beginning of each chapter and after specific sections where deemed helpful. References to the Sections 101-1 to 108-2 of Chapter 122 of the statutes (Illinois Public Community College Act) are by sections only. Chapter and sections are both cited in references to other statutes. Very limited quotation of statutes is employed. Generally references to statute are by citation.

Acronyms ICCB, IBHE, and CDB are used in some places for Illinois Community College Board, Illinois Board of Higher Education and Capital Development Board respectively.

"State Board" always means the Illinois Community College Board.

"District Board" always means the board of trustees of a community college district.

At its meeting on July 21, 1978 the Illinois Community College Board approved the ICCB Policy Manual (more popularly known as the Redbook), to include rules, regulations, standards, and criteria, to replace the former ICCB Manual of Policies, Procedures, and Guidelines. The ICCB also approved the recommendations of its ad hoc committee:

1. That a periodic review of the Policy Manual by the ICCB advisory groups be established,
2. That any future policies be minimal and consistent with the style and approach of the revised manual, and that a recommended policy have a legal basis, system-wide application, and not be covered in a previously approved policy. It is further recommended that proposed policies be reviewed by the advisory groups.
3. That the ICCB staff prepare procedures and/or operating manuals to implement policies and that these manuals be reviewed by the "Redbook" Committee.
4. That each procedures and/or operating manual be reviewed by the appropriate advisory committee periodically but at least once every three years.
5. That explanations of definitions, policies, rules, regulations, standards, and criteria, as well as guidelines and position papers, be issued in separate manuals and/or memoranda.

CHAPTER ONE

ILLINOIS COMMUNITY COLLEGE BOARD

DEFINITIONS

1.00 The following terms are used as defined below in all official Illinois community college documents:

1.01 Policy — A general statement of principle adopted by the Illinois Community College Board (also know as the State Board) to be followed by the public community college system of the State of Illinois. A policy has the same effect as a rule or regulation.

1.02 Procedure — The plans, steps, and/or requirements to implement the policies of the Illinois Community College Board.

1.03 Operating Manual — A document identifying the specific procedures of the Illinois Community College Board on a major topic or subject to be utilized by the community colleges and the ICCB office.

1.04 Guideline — A statement or recommended action for guidance of local trustees and executive officers. A guideline serves as an expression of the philosophy or viewpoint of the Illinois Community College Board.

1.05 Position Paper — A comprehensive statement of philosophy or viewpoint by the Illinois Community College Board for the guidance of the Illinois Public Community College System dealing with a major topic or subject.

1.06 Standard — A statement of expected quality or performance of a community college district adopted by the Illinois Community College Board as required by the Illinois Public Community College Act for the creation/establishment and the operation of public community colleges meeting standards which leads to official recognition by the Illinois Community College Board.

1.07 Criteria — Bases for judgment utilized by the Illinois Community College Board and its staff to determine whether or not a community college satisfactorily meets the standards for official recognition.

1.08 Community College System — The community college agencies and institutions created by the State of Illinois as a result of the Public Community College Act including the Illinois Community College Board, the ICCB office, and the public community colleges of Illinois.

1.09 ICCB Office — The administrative office(s) of the Illinois Community College Board including its executive officer and staff.

1.10 Community College District — A district (contained within specific geographical boundaries) created and established under the provisions of the Public Community College Act and authorized to maintain community colleges.

1.11 Community College	An institution of higher education (authorized by the Illinois Community College Board and governed by a district board of trustees) offering a comprehensive community college program in accordance with the provisions of the Public Community College Act.
1.12 Multi-College District	A community college district governed by a single board of trustees operating two or more community colleges within the district as approved by the Illinois Community College Board.
1.13 Campus	A site and facilities of a community college district as approved by the Illinois Community College Board under the provisions of the Public Community College Act. (Section 102-3; Section 103-12.2)
1.14 Branch	A permanent subdivision of a community college located on a site separate from and beyond a reasonable commuting distance from the main campus approved by the Illinois Community College Board under the provisions of the Public Community College Act (Section 102-3; Section 103-12.2) meeting the following criteria: (1) all courses required for one or more associate degree programs are operated at the branch by the parent college; (2) full-time operations; (3) facilities initially leased for more than a five year period or owned by the college.
1.15 Extension Centers	Any temporary and/or part-time instructional unit of a community college, including attendance centers and outreach centers, separate from the main campus, approved by the district board of trustees, and requiring approval by the Illinois Community College Board only if located outside the district.
1.16 Institute	An administrative unit of a college for offering new units of instruction, research, or public service as specified in the Public Community College Act (Section 102.3); however, it does not include the establishment of a new campus or college.

CHAPTER TWO

STATE BOARD OPERATION AND GENERAL POLICIES

(Public Community College Act, Section 102 - 1-18:
Other Pertinent Sections and Statutes)

2.00 Powers and Duties of State Board

It is the policy of the State Board to discharge its powers and duties to develop and maintain a strong, viable and effective system of locally administered and locally governed, comprehensive community colleges in keeping with both spirit and legal requirements of the Act. To achieve this objective the ICCB engages in planning and coordination of programs, services and activities of all community colleges of the State through studies, data collecting and dissemination, directives, evaluation procedures, setting standards and criteria, distributing funds, and working in cooperation with the colleges, legislature, Office of the Governor, Board of Higher Education and other State and National agencies. (Section 102-12)

It is the intent of the State Board to perform its planning, coordinating, service, standard setting and regulatory responsibilities with integrity and with full recognition of the duties, powers and responsibilities of the Boards of Trustees of the Colleges, the ICCB, the IBHE and other state officials and agencies as designated by the General Assembly. Where duties, powers and responsibilities of the several boards are similar or written in identical language, the ICCB effort is to exercise its role in a manner appropriately recognizing the roles of the various components of the state system of higher education.

2.01 Offices

The offices of the State Board are at 518 Iles Park Place, Springfield, Illinois 62718.

2.02 Meetings

All regular and special meetings are called in accordance with the Public Community College Act, (Section 102-3) and are scheduled, published and conducted in accordance with an Act in Relation to Meetings, (Illinois revised statutes approved July 11, 1957 as amended, Chapter 122, Sections 41-46).

2.03 Policies Rules Regulations Criteria Standards

Policies, rules, regulations, criteria, and standards are adopted and applied by the State Board in context of the Public Community College Act and other governing statutes.

2.04 Procedures

Written procedures and operating manuals are issued by the Executive Officer of the State Board regarding the implementation of policies, rules, regulations, and the application of standards and criteria.

2.05 Position Papers — Position papers on important topics related to community college education are adopted and are distributed as information detailing rationale upon which State Board decisions are based.

2.06 Guidelines — Statements of recommended actions which are designed as expression of philosophy and viewpoint of the State Board, are formulated and distributed from time to time solely for guidance of District Boards and administrative officers.

2.07 Copies of Documents — Copies of the Board documents on policies, rules, regulations, standards, criteria, procedures and operating manuals are distributed to the community colleges and other appropriate offices and agencies. Copies are also available to the public at the Board offices.

2.08 Executive Director and Staff — The Executive Director performs as the chief executive officer and executive secretary of the Illinois Community College Board and reports directly to the Board. Major duties are identified in the Public Community College Act. (Section 102-6; Section 102-9)

In the operation of State Board business the Executive Director performs all specific statutory responsibilities, administers the policies of the Board, and performs any other duties requested or delegated by the State Board.

The Executive Director serves as the system officer representative for the community colleges.

The Executive Director and additional professional staff and other employees are employed in accordance with Section 102-6 of the Act and the ICCB Manual of Office Policies, Procedures and Regulations adopted by the State Board.

2.09 Advisory Committees — Selected organizations are designated by the State Board as official advisory groups on a continuing basis. Ad Hoc committees are appointed as needed. Titles and members of such committees are listed in the State Board Directory for the Illinois Public Community College System. (Section 102-7)

2.10 Use of Committees — Lines of communication between the advisory committees and the State Board are structured and utilized so that both the colleges and the State Board may benefit from timely and continuous exchanges of information, advice and counsel on instructional programming, operational problems, policy development and administrative decisions and other matters of interest and concern.

2.11 Articulation Procedures — The Board engages in a variety of ongoing programs on articulation procedures with and among four-year colleges and community colleges to develop and enhance maximum freedom of transfer for students among all institutions. (Section 102-11)

2.12 Planning Studies — In accord with its responsibility for planning and cooperative studies with the colleges on the numerous subjects set forth under the powers and duties of the State Board, programs are maintained which provide information and data regarding students, faculty, space utilization and needs, costs, revenues, curricula, current and projected data, and other pertinent subjects. Studies are continuously in progress on a wide range of subjects regarding status, problems, needs for improvement and projected development of community college education. Many resources including ICCB staff, regular and special committees, state and national associations, special contracts, other state agencies and all of the official advisory organizations are utilized. (Section 102-10; Section 102-12)

2.13 Data Collection — A central data bank on information supplied by the colleges is maintained.

2.14 ICCB Statewide Master Plan — Studies, data, and projected plans are compiled and distributed annually under the title -- "Illinois Community College Board Statewide Master Plan -- RAMP/CC."

2.15 Staff Studies and Board Publication — State Board staff are responsible for study and evaluation of data and submitting reports to the Board. Continuous series of annual and other periodic reports on the status, development and trends in the colleges are developed by the staff and published by the Board.

2.16 Library and Central Files — The State Board maintains a library and central files containing a record of all State Board actions and many additional publications and materials on community colleges gathered from numerous local, state and national sources. The library is available for use upon request.

2.17 Information Access and Security — Records and information of the State Board and about the public community colleges of the State or other related agencies or persons are maintained, secured and made available in accordance with state and federal statutes.

2.18 Legal Opinions - Attorney General — The State Board requests official legal opinions of the Illinois Attorney General when in the judgement of the Board a subject under question is of sufficient importance to the work of the Board and the colleges to warrant such action.

2.19 Additional Legal Counsel — The State Board employs additional legal counsel for advice and opinions on its responsibilities, procedures and actions, and interpretation of the laws applying to the Board and to conduct public hearings. Such advice and opinions are shared with the colleges for their information.

2.20 Advisory Opinions

Within limited bounds the State Board provides advisory opinions and advice regarding interpretation of the Act to the public community colleges upon request with the approval of the ICCB Chairman and Executive Director. It encourages colleges to use their own legal counsel.

CHAPTER THREE

STANDARDS AND CRITERIA FOR COMMUNITY COLLEGE RECOGNITION

(Public Community College Act, Sections 102-12; 102-15)

3.00 Standards and Criteria

The Public Community College Act requires the State Board to determine and set standards and criteria regarding administration and supervision, curriculum, instruction and teaching, library, physical plant, equipment and supplies, operation, maintenance, and to grant recognition certificates to community colleges meeting such standards. The standards and criteria are:

3.01 District Board and Administration

The Board of Trustees of a community college district performs the functions and assumes the responsibilities authorized in the Public Community College Act and the Policies of the State Board. The board of a community college district serves as a policy-making agency for the college district. The board is responsible for but may delegate the administration of the educational program and business affairs of the district to the administrative personnel who are employed for those purposes.

Roles of the board and of the administrative staff are delineated in a document(s) containing board policies.

Administration of the community college district is the responsibility of the chief executive officer and is in accordance with policies of the district community college board. Organization of the administrative staff and faculty is appropriate for a comprehensive community college. The chief executive officer or his delegated assistant makes recommendations regarding the employment of all personnel reporting to and through him to the Board.

3.02 College Documents

The community college district maintains the following documents or information:

A. District community college board policies

B. Faculty and/or administrative handbook or copy of rules pertaining to faculty and administrative staff.

C. Organizational chart

D. College catalog or other written information on course listings, programs, admission requirements, grading system, graduation requirements

E. Student handbook or copy of rules pertaining to students

3.03 Reports — Complete and accurate reports are submitted by the district in accordance with ICCB requirements.

3.04 Revenue — Revenue is adequate for the operation of a comprehensive program.

3.05 Financial Planning — Financial planning for both current and future operation of the college provides for both a sound educational program and prudent use of public funds.

3.06 Accounting Practices — Business and accounting practices are efficient and provide complete and accurate financial records. Accounting shall be in compliance with the Uniform Accounting Manual. Current records shall be maintained in such a fashion as to be easily audited in accordance with the Public Community College Act as amended. (Section 103-22.1)

3.07 Academic Calendar — The college operates on an academic calendar consisting of a minimum of 150 days of instruction each year, excluding days allowed for registration, testing, or orientation and excluding the summer session. (Section 103-16)

3.08 Program — The program encompasses comprehensive offerings in accordance with the Public Community College Act [Section 101-2(e)]. It includes the following instructional and public service program areas offered in compliance with approval procedures and directives of ICCB and IBHE as authorized in the Public Community College Act (Section 102-3; Section 102-12; Section 102-25.1) and an Act Creating the Board of Higher Education. (Chapter 144; Section 187)

3.08.01 Baccalaureate Oriented — Liberal arts and sciences and pre-professional curricula designed to qualify the student for transfer from the community college to a college or university offering the baccalaureate degree and/or designed to meet individual educational goals.

3.08.02 Occupational Oriented — Occupational, vocational, technical, semi-technical, and career curricula designed to provide students with planned, coordinated, comprehensive experiences which provide job training leading directly to employment, retraining, and/or upgrading of skills to meet individual, local, and state manpower needs.

3.08.03 General Studies — General studies curricula or course offerings including preparatory or developmental instruction, adult basic education, and general education designed to meet individual goals.

3.08.04 Community Education — Community education programs and services including non-credit adult continuing education classes designed to meet individual educational goals.

3.08.05 Community Service — Community service activities of an educational nature which may include workshops, seminars, forums, cultural enrichment, community surveys, facility usage, and studies designed to meet community service needs.

3.09 Instruction and Teaching — A professional staff, educated and prepared in accordance with generally accepted standards and practices for teaching, supervision and administration in the discipline and subject fields to which they are assigned. These include collegiate study and/or professional experience. As a general rule, graduate work to the masters degree or beyond in the subjects or fields taught is expected except in such subjects and fields in which college programs are not normally available or in which the work experience and related training is the principal teaching medium.

3.10 Courses of Study — Courses of study and course syllabi developed and maintained by departments and faculty.

3.11 Student Evaluation — A definite system of evaluating and recording student performance in courses.

3.12 Program and Teaching Evaluation — Programs and procedures for the continuous evaluation of all instructional programs and teaching.

3.13 Support Staff — Adequate support staff for operation of the instructional program (administrative, resource, clerical).

3.14 Library — The public community college maintains a library or learning resource center with a carefully selected collection of reference works and other learning resources to meet the specific needs of its curriculum and students. This collection is kept up-to-date through a planned program of acquisition and deletion.

The library is staffed by competent professional and other personnel.

3.15 Equipment and Supplies — Classrooms, laboratories, and shops are provided with supplies and equipment adequate for effective teaching.

3.16 Student Services — Student services, including but not limited to admission, counseling, testing, tutoring, placement, and special assistance to disadvantaged students, are maintained by the college.

3.16.01 Admission — The admission policy of the colleges is in conformity with the Public Community College Act (Section 103-17) and policies of the State Board.

3.16.02 Counseling — The college has a well-planned and organized program of counseling. The admissions process includes counseling and distributing "the students among it programs according to their interests and abilities".

3.16.03 Financial Aids — The college provides and administers an efficient financial aid program, which provides students with information about and access to the available financial support programs.

3.16.04 Placement — The college provides placement services for its students. Placement services includes a clearinghouse for information concerning vocational opportunities for employment-oriented students and programs offered by the four-year or upper-level institutions for transfer students.

3.16.05 Student Records — The college systematically maintains permanent academic records for each student and protects them against loss or unauthorized alteration.

3.17 Degrees Certificates Awards — Degrees, certificates and other awards are granted in accordance with ICCB policies. (See 5.06, 5.07, 5.08)

3.18 Physical Plant and Facilities — Physical plant and facilities are designed to serve the functions of the college and are in compliance with:

A. National Building Code recommended by the National Board of Fire Underwriters,

B. Life Safety Code, NFPA No. 101 of the National Fire Protection Association, and

C. Other codes to which Capital Development Board projects must conform.

3.19 Maintenance — Engineering, custodial and maintenance service provide clean, sanitary, safe buildings and grounds.

CHAPTER FOUR

POLICIES FOR THE RECOGNITION PROGRAM

(Public Community College Act, Section 102-15)

4.00 Policies	Board policies governing implementation of the recognition program required under provisions of Section 102-15 and Section 102-12 of the Public Community College Act are as follows.
4.01 Continuous	The recognition program is a continuous process.
4.02 Multi-College Districts	In multi-college districts, recognition action is separate and specific with regard to each college within the district.
4.03 Official Evaluation	Official evaluation is administered by the executive officer and staff in accordance with procedures approved by the State Board.
4.04 Annual Action	The State Board acts on the recognition status of each college at least once each year (usually July).
4.05 Recognition Certificate	Certificates of recognition are issued annually to each college setting forth the recognition granted.
4.06 Unusual Circumstances	Action on recognition is not limited to annual consideration. Unusual circumstances might result in study and consideration at any time. A community college board of trustees may request a state recognition visit by the Illinois Community College Board.
4.07 Recognition Categories	Categories of recognition are: Recognition with open expiration dates (unconditional); Recognition to a specified date subject to certain conditions; Probation; Withdrawal of recognition.
4.08 Review and Appeal	Review and appeal procedures on recognition decisions are set forth by the State Board.
4.09 NCA and Other Agencies	The State Board may take into consideration the reports of the North Central Association of Colleges and Secondary Schools or other accrediting or licensing agencies in determining the recognition of a college.

CHAPTER FIVE

STUDENTS: ADMISSION - ENROLLMENT - AWARDS

(Public Community College Act, Section 102-4)

5.00 Policy Admission of certain categories of students by community college districts shall be subject to the following policies and rules.

5.01 Admission of Sixteen and Seventeen Year Olds The Illinois Community College Board encourages community colleges to provide educational services for 16 and 17 year olds who have left high school and to provide special programs for high school students that cannot or are not being provided in their high school. The Illinois Community College Board encourages community college boards of trustees and high school boards of education to continue to cooperate in providing educational services and to jointly adopt policies and procedures to implement such cooperative agreements.

5.01.01 Severed Connection with School System Any student who is 16 or 17 years of age and has severed his connection with a school system, as certified in writing by the chief executive officer of the high school district in which the student has legal residence, is eligible to attend an Illinois public community college in accordance with policies of the community college board of trustees. Attendance counts the same as other students relative to state funding for both operating and capital purposes.

5.01.02 Those Currently Enrolled In A High School Program A community college may, with prior joint approval of the chief executive officer of the community college district and high school district, accept students currently enrolled in a high school program in a community college course taught by the community college. If the credits from the community college course are not counted toward high school graduation, the credit earned would be eligible for state funding. If the credit(s) from the community college course is counted toward high school graduation, the community college will not claim state funding from the Illinois Community College Board.

5.02 Admission of Youth Below Sixteen A community college may, with prior joint approval of the chief executive officer of the community college district and the high school district, accept students below the age of 16 in a gifted or accelerated program. The claim for all apportionment funds for instruction shall be in accord with 5.01.01 and 5.01.02.

5.03 Contracts with Common School Districts for Instructional Services

If a high school(s) enters into a contractual arrangement with a community college to have advanced or specialized high school level courses in either the academic or vocational fields made available by the community college, the community college may offer such courses. The community college must charge the high school district at a per capita cost of operating the community college, or for an amount determined by contractual agreement between the community college district and the student's high school district. The community college may not obtain any state funding for operating or per capita costs for such high school students from the Illinois Community College Board.

5.04 Admission of Students in Programs for Special Groups

Enrollments in state funded instructional offerings shall not be limited to a preselection process by members of any non-college business, profession, group, organization and/or association.

5.04.01 Participation in Selection

While community college officials are encouraged to participate with selection committees for the purpose of screening candidates for potential membership to a group or organization, in no way shall this process serve as the basis for enrollment in the offered courses of an approved unit of instruction.

5.04.02 Designating Specific Sections

While course enrollments may not be limited to those individuals who are members or who are affiliated with any one organization, group, and/or fraternity for instructional reasons, the nature of the instructional unit may make it desirable to offer specific section for students with certain backgrounds, experience and future aspirations.

5.04.03 Continuing Enrollment

Continuing enrollment in all instructional offerings shall be based upon State Board of local college policies including but not limited to attendance, scholastic, and other academic practices. The discontinuance of membership in any fraternity, group, organization, and/or association shall not serve as the basis for termination of continued class participation and/or enrollment.

5.04.04 Organizations' standards not applicable

While it is recognized that certain organizations, groups, fraternities, and associations do have standards which must be met to become employed in a particular field, such standards are not applicable to the continuing participation of students in courses receiving state funding at Illinois public community colleges.

5.04.05 Informing the Students

The local community college has the responsibility to indicate to students that membership, recognition, licensure and/or certification may be necessary for employment and, if these criteria are not met, the opportunities to gain such employment will thus be limited.

5.05 Apprentice Programs	Community colleges which participate in apprentice programs coordinated by the Bureau of Apprenticeship Training, U.S. Department of Labor and/or other programs related to business, industrial or trade groups or organizations must show evidence that federal, state, and local governmental rules, regulations, and guidelines have been met.
5.06 Awards Degrees Certificates	Community colleges may award associate degrees or certificates in accord with units of instruction approved by the State Board. Only a community college (not other administrative units) has degree and certificate granting authority.
5.07 Honorary Degrees	Honorary degrees awarded by a community college board shall be limited to the associate level.
5.08 Student Achievement Awards	Policies on the granting of student achievement awards are determined by district boards.

CHAPTER SIX

PROGRAM AND PROGRAM APPROVAL

(Public Community College Act, Sections 102-3; 102-12G)

6.00 Policy Administration and implementation of the program approval responsibilities of the State Board are discharged in accord with the following principles and policies. Policies and procedures are coordinated with those of the Board of Higher Education whose statutory responsibilities in the area of program approval are identical with those of the State Board.

6.01 Units of Instruction The State Board and Board of Higher Education define units of instruction in the following categories:

6.01.01 A field of instruction is an aggregate level of associated curriculums. A discipline or field of instruction includes the conventional academic subdivision of knowledge and training identified in the National Center for Higher Education Management Systems (NCHEMS) Program Classification Structure and United States Office of Education Higher Education General Information Survey (USOE HEGIS) Taxonomy of Instructional Programs as adjusted by the Illinois Community College Board.

6.01.02 A curriculum is an organized pattern of instruction within a discipline as a series of courses applicable to an associate degree or certificate in an instructional program.

6.01.03 A major is a series of courses from within a given curriculum or discipline, normally three or more sequential courses providing nine or more semester hours of credit (minimum 135 contact hours) or courses yielding an equivalent number of contact hours.

6.01.04 A course is an education unit within the instructional program consisting of a sequence of instructional periods and one or more delivery systems and dealing with a particular subject.

6.02 New Units of Instruction, Public Service, and Research Prior to operation each public community college shall submit to the State Board for its consideration and action each "new unit of instruction, research or public service" to be offered. This includes the establishment of a college, school, division, institute, branch additional campus, department or other unit including majors and curricula in any field of instruction, research or public service not theretofore included in the program of the community college. (Section 103-25.1)

6.03 Reasonable and Moderate Extension

The terms "new unit of instruction", "research" or "public service" do not include reasonable or moderate extensions of existing curricula, research or public service programs which have a direct relationship to existing programs. "Reasonable and moderate extensions" of existing programs are defined as those which are related to existing programs, and

Which consist of new and additional courses of instruction within an existing department, division or other such unit which do not result in a new degree, certificate or major. (A major is defined as a concentration of study consisting of three or more courses yielding nine or more semester hours or equivalent) or

Which consist of new research projects or public services activities that involve an annual operating expenditure from whatever source less than $250,000 or an annual operating expenditure from state appropriations less than $50,000 or

Which consist of instruction and/or public service activities at off-campus centers within a community college district not requiring construction or major rehabilitation of buildings, or

Which consist of purely administrative or organizational changes not directly related to new units of instruction.

6.04 Instructional Activity

Every instructional activity shall be part of an approved unit of instruction. All programs including curricula and courses are approved for community colleges (not district-wide nor for other curriculum units).

6.05 General Education

Organized curricula in associate degree programs shall include general education courses designed to contribute to the liberal education of each student.

6.06 Degree or Certificate

All courses and curricula in credit instructional programs shall be acceptable either as a requirement or election for an associate degree or certificate.

6.07 Independent Study

No more than four semester hours credit or its equivalent of courses identified as independent study will be approved as a part of the minimum requirements of an associate degree program.

6.08 Internship

Appropriate internship/clinical/work-study/work experience/supervised-occupational experience for credit will be approved for application toward an associate degree or certificate program provided at least twelve semester hours or equivalent courses in the student's major shall be completed prior to or taken concurrently with such programs.

6.09 Lower Division Courses

Normally only courses applicable to a lower division program or uniquely a community college function may be approved for a community college.

6.10 Special Upper Division Courses

If at least three public universities in Illinois agree, or if a public university to which a substantial number of the students of a community college transfer agrees that it would be appropriate for certain special courses taught at the upper division level to be offered in public community colleges, such courses may be offered by a community college and be eligible for state funding provided they meet all other criteria for state funding.

A community college may offer any course that is offered by a university regardless of numbering system if a university normally permits its own students to take the course as lower division (freshman or sophomore) students. Such courses shall be eligible for state funding provided they meet all other criteria for state funding.

6.11 Unit of Instruction Approval In Multi-Campus District

Any approval of new units of instruction, research, or public service shall be for a specific college only. Transfer of that unit to, or duplication of that unit at, other colleges constitutes a new unit requiring approval by the Illinois Community College Board, except that in a multi-college district up to nine hours of a program approved at one campus or college may be offered at any other campus or college at the option of the District Board. In a multi-college district, a program approved for any college within that district, may be approved for another college within the district and a program may be transferred from one college within the district to another college within that district provided that there are no new courses, that it has approval of the District Board of Trustees, and that it is submitted to the ICCB staff for concurrence. The ICCB staff would have the authority under these circumstances to concur provided that there are no major capital, fiscal, or statewide or regional planning considerations involved.

6.12 Cooperative Agreements

The State Board encourages the development of cooperative agreements between the Illinois public community colleges, other Illinois educational institutions and those of neighboring states for the purpose of providing better services to students and increased efficiency and economy in the use of educational resources.

6.13 Extension Center in Another District

A community college may provide instructional or public service activities at an extension center within the borders of another community college district only when formal agreement between the two community college boards affected shall be reached prior to the opening of the extension center.

6.14 Extension in Non-Community College District and Out-of-State

Public community colleges which desire to provide instructional and/or public service activities at an extension center in non-community college territory in the state or at a center out of the state shall make an annual formal application to the State Board for permission to do so and shall report annually on the work conducted at such centers. The college shall renew the request annually for ICCB staff review and approval according to ICCB policies and procedures with the understanding that (1) the staff would present any questionable or controversial requests to the ICCB for consideration, and (2) the staff will prepare an annual report of all staff approvals for that year.

6.15 Services to State and Federal Institutions or Agencies	It shall be the primary responsibility of the district in which military installations, prisons, and other state and federal governmental agencies are located to provide the educational programs for these units of government. However, if this district is unable, refuses, or cannot agree with the governmental unit to provide such educational programs, the ICCB in its role as a coordinating agency shall make an effort to assist another Illinois public community college to provide such services. Any other college wishing to offer instructional courses or programs in such institutions other than those provided by the in-district college shall make application to the ICCB in accordance with approved off-campus and out-of-district extension offerings procedures.
6.16 Statewide and Regional Planning	In order to facilitate a desirable pattern of planning and coordination for the public community colleges of Illinois, the Illinois Community College Board supports the development of statewide and regional planning especially for those instructional programs with low enrollments and high costs.
6.17 Business/ Industrial Development Job - Training	Each college is authorized to establish a new unit of instruction designated Business/Industrial Development Job-Training upon submission of the required ICCB forms for new units of instruction and approval of the application by ICCB office.

CHAPTER SEVEN

APPORTIONMENT OF STATE FUNDS

(Public Community College Act, Sections 102-16, 102-16.1, 103-12, 103-12.1, 103-12.2)

7.0 Policy Procedures and directives for the review and approval of operational fund apportionments are developed in accordance with Section 102-16 of the Act and specifics in state appropriation bills for the several funds. Appropriate claim forms with instructions are prepared and distributed by the ICCB in memoranda.

7.01 Approved Units All courses claimed for state apportionment funding shall be a part of units of instruction which have been duly approved by both the ICCB and the IBHE, or the courses must be authorized extensions of existing units of instruction.

7.02 Identity of Objectives All courses claimed for state apportionment funding shall have specific objectives clearly identified and written.

7.03 Course Outlines All courses claimed for state apportionment funding shall have a course outline developed or approved by the faculty which is kept on file in the appropriate office of the college for review by any student or citizen.

7.04 Evaluation of Student Performance All courses claimed for state apportionment funding shall have a method of evaluating student performance, and shall follow the regular college grading system(s).

7.05 Student Transcripts All courses claimed for state apportionment funding shall be recorded on the transcripts of those students included in the claim.

7.06 Compliance with College Policies All courses claimed for state apportionment funding shall follow regular academic regulations of the college including compliance with the college's published policy regarding the repeating of courses, admission policies, curriculum development procedures, determination of course credits, and other academic procedures of the institution.

7.07 Repetition of Courses Students and participants may not repeat classes for state funding unless they do not complete the instructional course with a satisfactory passing grade of C (or equivalent) or better, or unless the courses were approved by the ICCB staff to be repeated.

7.08 Credit by Exam No apportionment funding will be provided for credit by examination, service credit for health and physical education, armed forces study, transfer of credits earned at other institutions, proficiency examinations, advanced placement programs, college level examination programs, and other methods of program acceleration which involve no instruction.

7.09 Auditors and Visitors — Auditors or visitors in classes do not qualify as enrollees for whom state apportionment may be claimed.

7.10 Tuition Policy — All courses claimed for state apportionment funding shall follow the regular college policies on student tuition, which must be in accord with the Public Community College Act. (Section 106-4; Section 106-4.1)

7.11 Local Tax Support — All courses claimed for state apportionment funding shall be included in the regular college instructional budget with support from local tax funds in accordance with the provisions of the ICCB manual on accounting.

7.12 Physical Education Courses — State apportionment funds shall be provided only for the following physical education courses:

A. Elective physical education courses.

B. Required courses for majors and minors in physical education, recreation leadership, and related programs.

C. Physical education courses in teacher education programs as required by the State Teachers Certification Board.

7.13 Certification of Attendance — Each community college shall be required to certify the attendance of students at midterm. Attendance at midterm means that a student is enrolled in classes for which funding is claimed and is actively pursuing completion of the course.

7.14 Midterm — Any course or section of a course will be considered a part of the term in which its midterm falls for the purposes of credit-hour and equalization grant claims. If the midterm falls between terms, the course or section of a course will be considered a part of the succeeding term. If midterm (or credit hours generated if a midterm cannot be determined) falls after the end of the spring term, the course shall be claimed as part of the summer term of the next fiscal year at the rates in effect for the summer term. However, courses whose midterm falls after the end of the spring term, but which end on or before June 30 of that fiscal year shall be considered a part of the spring term. Beginning and ending dates for each term shall be determined by the official college calendar for each district.

7.15 "Variable-entry, Variable-exit" — Any "variable-entry" or "variable-entry, variable-exit" course with a determinable midterm will be considered a part of the term in which its midterm falls or, if the midterm falls between terms, it will be considered a part of the succeeding term. "Variable-entry" or "variable-entry, variable-exit" courses for which a midterm cannot be determined will be claimed as part of the term in which the credit hours are actually generated.

CHAPTER EIGHT

ACCOUNTING - FINANCIAL RECORDS - AUDITS - MANAGEMENT INFORMATION SYSTEM - UNIT COST STUDY RAMP/CC

(Public Community College Act, Sections 102-4; 102-16; 103-22; 103-22.1)

8.00 Accounting Each community college shall follow the procedures in the current manual on accounting approved by the Illinois Community College Board.

8.01 District External Audits Copies of annual audits as required in 103-22.1 shall be filed no later than December 1, The ICCB office shall review the audits and take such action as required by the State Board policy as provided by law.

8.02 State Board Staff Audits The staff of the ICCB shall conduct apportionment audits at the community colleges by using the procedures outlined in a document on conducting apportionment audit claims. The purpose of the audit is to ascertain the colleges' compliance with ICCB policies and procedures, along with statutory requirements, pertaining primarily to attendance at midterm and determination of credit hour value of courses such as relate to apportionment claims.

8.03 Management Information System Community colleges shall follow the procedures in the current ICCB manual for providing data for a management information system.

8.04 Reporting Unit Cost, Enrollments and Other Statistical Data Community college districts are required to report unit cost, enrollment and other statistical data individually for each college within the district in accordance with a manual(s) of instructions published by the ICCB.

8.05 RAMP/CC An annual resource allocation and management planning report for the community colleges (RAMP/CC) is required by the ICCB and the IBHE.

7.16 Constitutional Examination

Eligibility for state funding regarding the constitutional examination as required by the Illinois School Code (Section 27.3) may be satisfied in any one of the following three ways:

A. The student may successfully pass an appropriate constitutional examination at the public community college.

B. The student may successfully complete with a passing grade a specified course that includes the materials related to the Constitution and other items as specified in the Illinois School Code. (Section 27-3)

C. The community college may accept evidence that the student has met the constitutional examination requirement in his high school in Illinois as long as the meeting of the requirement is clearly identified on the high school transcript. This would also be applicable to the Illinois High School Equivalency Test Program when that certificate indicates that the constitution examination has been passed satisfactorily. Such evidence authorizes the community college to make a similar notation on the community college transcript.

7.17 Recognition Status

Eligibility for state apportionment requires unconditional recognition status or specific action by the State Board during any period of conditional or probationary recognition.

7.18 Variable Credit Hours

All courses claimed for apportionment must be offered for the number of credit hours for which they are approved under ICCB policy. Variable credit hours may be claimed in specified increments only up to the maximum credit hour value approved for the course. These increments must be well defined units of instruction which were approved by the ICCB office and must be recorded on the student's permanent academic record as specified units of that particular course.

7.19 One Credit Hour Per Week

Course(s) claimed for state apportionment normally may not result in the production of more than one semester credit hour per week per student for state funding. Exceptions to this policy must be submitted for review and approval by the ICCB staff. Colleges may appeal a decision of the ICCB staff to a review committee appointed by the ICCB which will report its findings to the ICCB when contrary to the ICCB staff recommendation.

CHAPTER NINE

CAPITAL PROJECTS - SITE AND CONSTRUCTION

(Public Community College Act, Section 105)

9.00 Policy

The State Board recommends state capital funds for all community college districts which have need of, are eligible for, and are capable of effectively using them by the end of the fiscal year in which a grant is made and state funds are appropriated. The Board establishes criteria and standards by which applications for state funds will be judged, determines categories of construction priorities and sets implementation procedures. The Board works with the colleges on continuous planning for building needs.

9.01 Items Eligible for State Capital Financing

In accordance with the provisions of the laws of the State of Illinois as contained in (a) the Illinois Public Community College Act and the Capital Development Board Act, and (b) the policies and procedures of the Illinois Community College Board, the Illinois Board of Higher Education, the Capital Development Board (CDB), and other pertinent agencies, state financing shall be recommended for:

A. Site acquisition

B. Site development including

(1) Site clearance, grading and earth movement, drainage, construction of water, sewer, gas, electric service lines and other required utilities construction of streets and walks, installation of outdoor grounds lighting, construction of parking areas, finish grading, seeding, landscaping, and other work normally required to make land usable as a building site.

(2) Normally, rock or blacktop surfacing shall be approved for parking areas. Concrete surfacing shall be approved for state financing where cost and soil conditions merit.

(3) Roads and streets shall be in accordance with specifications approved by the State Board. Such specifications will conform to those established by the State Department of Transportation for comparable roadways and streets.

(4) The number of parking spaces to be provided from state financing shall be in accordance with a formula approved by the State Board.

(4) Landscaping costs to be included in state financed site development shall be in accordance with specifications approved by the State Board.

C. Buildings, additions, and/or structures

(1) Classrooms

(2) Libraries

(3) Science Laboratories and related science facilities

(4) Occupational, technical and semi-technical laboratories shops, and classrooms

(5) Fine and applied arts classrooms and laboratories

(6) Central utility facilities

(7) Administration and student personnel services facilities

(8) Physical education instruction facilities. Approved physical education facilities shall include those appropriate for the teaching of courses and physical education programs offered in various curricula. Space for spectator seating and seats to be included in state financing shall not exceed that normally allotted for student use. Colleges desiring to build spectator space and seating for use by the general public in sports events shall be required to provide for the financing of such space from sources other than state money. This rule shall apply to the general design and size of a gymnasium as well as floor space for seating. Colleges are encouraged to design gymnasiums for a high level of utilization as teaching stations.

(9) Student lounge areas appropriate to the needs of a commuter institution. Facilities for student services are necessary for community colleges. State funds may be used to the extent they are appropriate to a commuter college. They may include food services, lounge areas, study areas, facilities for student activities such as newspaper editing, and student government.

(10) State reimbursement shall also be provided at a 75-25 state-local financing ratio for approved interim and/or pre-engineered facilities with a life span of 20 or more years provided such square footage counts in the college's allocation. If no state funds are requested, the square footage should not be counted against the college's space allocation.

(11) Other justifiable structures.

D. Approved design fees; e.g., architectural/engineering fees, soil testing, cost consultants, etc.

E. Qualifying durable, movable equipment

F. Remodeling and rehabilitation.

G. Planning. State appropriations for planning should precede state appropriations for construction of a project. However, the college may utilize local funds for planning on approved projects prior to state appropriations (if the project was previously approved by the ICCB and IBHE) for credit at a 75-25 ratio when conducted within CDB planning procedures.

H. Utilities installation exterior to a five-foot outside perimeter of buildings, additions, and/or structures.

I. Improvements developed cooperatively with other agencies and/or institutions.

9.02 Site Purchase

Section 103-36 of the Illinois Public Community College Act authorizes the District community college Board of Trustees to acquire a site with approval of the State Board (ICCB). The college shall submit data for site acquisition in accordance with State Board procedures.

9.03 College Master Plans

Each community college district desiring to participate in state financing of its building program shall submit its Master Plan for campus development to the State Board for approval by the State Board. State Board review of each application shall include a study of the specific building project in relation to the Master Plan. Significant changes in campus planning shall be approved by the State Board and the Board of Higher Education. Each college master plan shall be reviewed and approved by the local district board of trustees prior to acceptance by the Illinois Community College Board.

9.04 Locally-Funded Construction Projects

Locally-funded remodeling/rehabilitation construction projects for which no future state reimbursement is requested and which have no program or state funding (e.g. operation and maintenance administration, etc.) implications do not require ICCB approval but should be submitted to the ICCB staff for information and review (however, IBHE approval may be required).

Locally-funded construction projects for which no future state reimbursement is requested and which do not have program implications but which may have state funding (e.g. operation and maintenance, administration, etc.) implications shall be submitted to ICCB staff for review. Approval of such projects shall be requested on forms provided by the ICCB. IBHE approval will be required.

Locally-funded projects, for which future state reimbursement may or may not be requested, shall require ICCB approval if there are program implications. Approval for such projects shall be requested on forms provided by the ICCB. IBHE approval will be required.

9.05 Foundation Funding of Capital Projects

A public community college shall, prior to construction, request Illinois Community College Board approval for construction projects financed by college foundations, organizations, gifts, or donations, student fees, and other sources subject to the same ICCB and IBHE policies and procedures adopted for other locally-funded projects.

Construction financed by foundations must be approved by the Illinois Community College Board when such is (1) undertaken by the college, (2) undertaken by the foundation on community college property, (3) undertaken by the foundation on any property which is at any time and to any degree owned, operated or administered by the college.

9.06 Local Share in Excess of 25%

Local districts may elect to fund projects to any extent greater than 25 percent of the project costs with full acceptance of the condition that there is no assurance of recovery of funds by transfer of property to offset the local share of future construction. Such projects shall be submitted for approval to the Illinois Community College Board and the Board of Higher Education. Criteria of space per student, building efficiency, cost and other factors as may be established from time to time shall apply.

9.07 Facilities Codes

All construction, remodeling and renovation of facilities to be used for community college purposes under the jurisdiction and authority of the Illinois Community College Board shall, insofar as it is feasible and local conditions permit, be made in conformity with the:

A. National Building Code recommended by the National Board of Fire Underwriters.

B. Life Safety Code, NFPA No. 101 of the National Fire Protection Association.

C. Other codes to which Capital Development Board projects must conform.

Current editions of these codes or those which have been developed to replace or supersede them shall apply. Where local codes are in effect and such codes are more restrictive such local codes shall be followed.

9.08 Building Space Allocations

Facilities requirements shall be determined on the basis of full-time equivalent on-campus day students who are residents of the State of Illinois.

The gross square feet of all space per full-time equivalent on-campus day student should generally not exceed:

A. For facilities other than occupational program instructional shops:

On-Campus FTE Day Students	Gross Square Feet Per FTE Day Student
For the first 1500 students	110
For the next 1500 students	100
For each student above 3000	90

B. For occupational program instructional shops, 140 gross square feet per FTE day student enrollment in courses using such shops.

Definition of Instruction Shops
Instructional shops and laboratories for occupational programs are generally considered as those shop areas and instructional laboratories developed for the conduct of those phases of instruction wherein students observe and perform activities in planned experiences at appropriate work stations. The learning experience provided involves the manipulation of machines, materials, and equipment and the observation of processes. Such laboratories are to be distinguished from other instructional laboratories in that the presence of machinery, material and equipment and the space requirements for activities involved in experimentation, observation, and manipulation of them is of a magnitude exceeding that of student stations confined to desks, tables, laboratory benches and similar stations.

Each approved community college campus shall be provided with minimum basic facilities of 50,000 square feet. Other adjustments shall be considered for small and very large campuses.

9.09 Site State Funding Appraisals Acreage

State funding participation in site acquisition or surface parking shall be at the same 75-25 ratio as is in effect for buildings and other facilities.

That portion of real estate to be used as part of or all of the contribution of a community college district for construction project credit or reimbursement purposes must be appraised by three appraisers.

The maximum acreage of real estate in the purchase of which the state will participate shall not exceed

Full-time Equivalent On-Campus Day Students	Site Acreage
Up to 1500 students	100
Between 1500 and 3000	150
Above 3000 students	200

9.10 Parking

Parking needs are generated at a ratio of 80% of full time equivalent faculty and staff and at the following ratios for on-campus full-time equivalent day student enrollments:

A. Public transportation generally available 20% of full-time students.

B. Limited public transportation available 50% of full-time equivalent day students.

C. No public transportation available 65% of full-time equivalent day students.

These guidelines are suggested as the means of determining the extent of state funds participation in costs of land, capital improvements installation and operation and maintenance costs of parking programs. Local circumstances may require less parking than provided by applications of these guidelines.

Parking facilities proposals exceeding these guidelines and which are to be funded from other than state funding will be reviewed separately.

9.11 Building Efficiency

Guidelines for campus-wide net-to-gross ratio (or building efficiency) shall be 70% unless special waiver is approved by ICCB, IBHE, and CDB. (Individual projects may vary above and below 70% according to type of space being built.)

9.12 Building Priorities

Due to the tremendous demand for community college building facilities, and the limited state funds available for such construction, the following listing establishes order of priorities for the construction of facilities with state funding on community college campuses.

A. Basic instructional space including basic instructional classrooms, laboratories and shops.

B. Permanent learning resources center including library, audio-visual center, and learning laboratories that might provide programmed materials, autotutorial laboratories and other audio or language laboratories.

C. Administrative and counseling offices.

D. Permanent student center, including food service area, lounge area, study area, and facilities for student activities such as newspaper editing, student government, and other student organizations.

E. Physical education and fitness rooms for non-intercollegiate and non-spectator use to provide for required courses in health and physical education.

F. Fine arts center, including instructional facilties for music, art and drama.

G. Theater and/or auditorium (space to be provided for seating by state financing shall not exceed that normally allotted for student use).

H. Gymnasium, swimming pool, and/or other recreational facilities (space to be provided for seating by state financing shall not exceed that normally allotted for student use).

9.13 Other Criteria Related to Building Priorities

The Illinois Community College Board and its staff will also take into consideration the following factors when considering specific projects proposed by local community college districts.

A. Date of organization of the community college district (and establishment of the campus in multi-campus districts).

B. The availability of the site and the ability of the local district to meet financial obligations with local funding for construction projects.

C. The date of the last state-financed building project for the campus.

D. The pattern of student enrollment including changes in enrollment and the proportion of the enrollment for which facilities have already been provided.

E. The existence of non-state financed buildings, if any, that may or may not be submitted as part of the overall master plan for the college.

F. The types of programs--instructional and non-instructional--to be developed by the college.

G. Types of cooperative relationships, if any, to be developed with other educational institutions in the district and throughout the state.

H. Status of the development of the campus master plan.

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